Electronic Document Access (EDA)

Contract Deficiency Reports

CDR's

"Fly-in" Action
(Continue to Page Down/Click on each page…)

Contract Deficiency Reporting

Contract Deficiency Reports (CDRs) are used to report and resolve identified contract deficiencies.

Contract deficiencies range from conflicting quality requirements to missing long lines of accounting.

Deficiency impacts...

Deficiencies may cause delays in production, shipment and delivery.

Deficiencies may also result in payment delays, erroneous payments and contract close-out problems.

Deficiency Report Format...

DD1716 and CDRs Format

DD1716s and CDRs are both Contract Deficiency reporting mechanisms.

DD1716 is a deficiency report in PDF form
CDRs is a deficiency report captured in data form

In General, Data format offers...

Annotation *(through entire CDR life cycle)*
Improved assignment
Enables tracking *(improved query and reporting)*
Captures audit information
...Many other benefits

CDR Workflow Capability...

CDR Workflow Capability

- Ability to *Create, Approve, Assign, Reassign, Return, Accept, Resolve and Close* a CDR
- Ability to *Query & View* CDRs
- Ability to *Track* progress of a CDR
- Ability to *Capture comments* on a CDR
- Email notifications sent to interested parties *(Initiator, Reviewing Official, Assignee, & Back-ups)*
- Provide Back-up capability for CDR participants
- Reminders are sent after defined periods due to non–response
- Records audit/status information for entire process
- Driven by CDR Role
  - Automatically granted to government users with Contract role
  - CDR role *may* be granted to support contractors with the Contract role

CDR Business Rules…

CDR Business Rules

- Authorized users may *Create, Approve, Assign, Reassign, Return, Accept, Resolve and Close* a CDR
  - Government users with Contract access
  - Support contractors must be granted the CDR role
  - Vendors have <u>no</u> access to CDRs
- Deficiencies are selected from a defined list
  - Deficiency text may be added
- Independent relationship between CDR participants enforced
- All CDR participants <u>must</u> be EDA users *(Initiator, Reviewing Official, & Assignee)*
- CDR's require approval prior to assignment *(by Reviewing Official)*
- Requires assignment to either the ACO or PCO as indicated on the contract
- Days aged begins after *approval* and
- Contract document is not required to

CDR Participants

CDR Participants and Function

The CDR Workflow process requires actions by the following participants:

Initiator – The person who creates the CDR based on errors found within a contract. Typically this has been a DFAS contracting specialist, a DCMA quality assurance specialist or any financial personnel.
Reviewing Official – The person responsible for approving CDRs that are created. The reviewing official is in charge of validating the accuracy of the CDR. Typically this is a supervisor to the initiator.
Assignee – The person responsible for resolving the deficiencies within a CDR. Typically this is an Admin Contracting Officer (ACO) or Procurement Contracting Officer (PCO) related to the contract based on the contract's Admin DoDAAC and Issue DoDAAC.

The following participants monitor CDR activities and will intercede as necessary
Primary Lead – The assignee's primary EDA Point of Contact (POC) as defined by the assignee's C/S/A within EDA. Typically this person acts as a backup to the assignee.
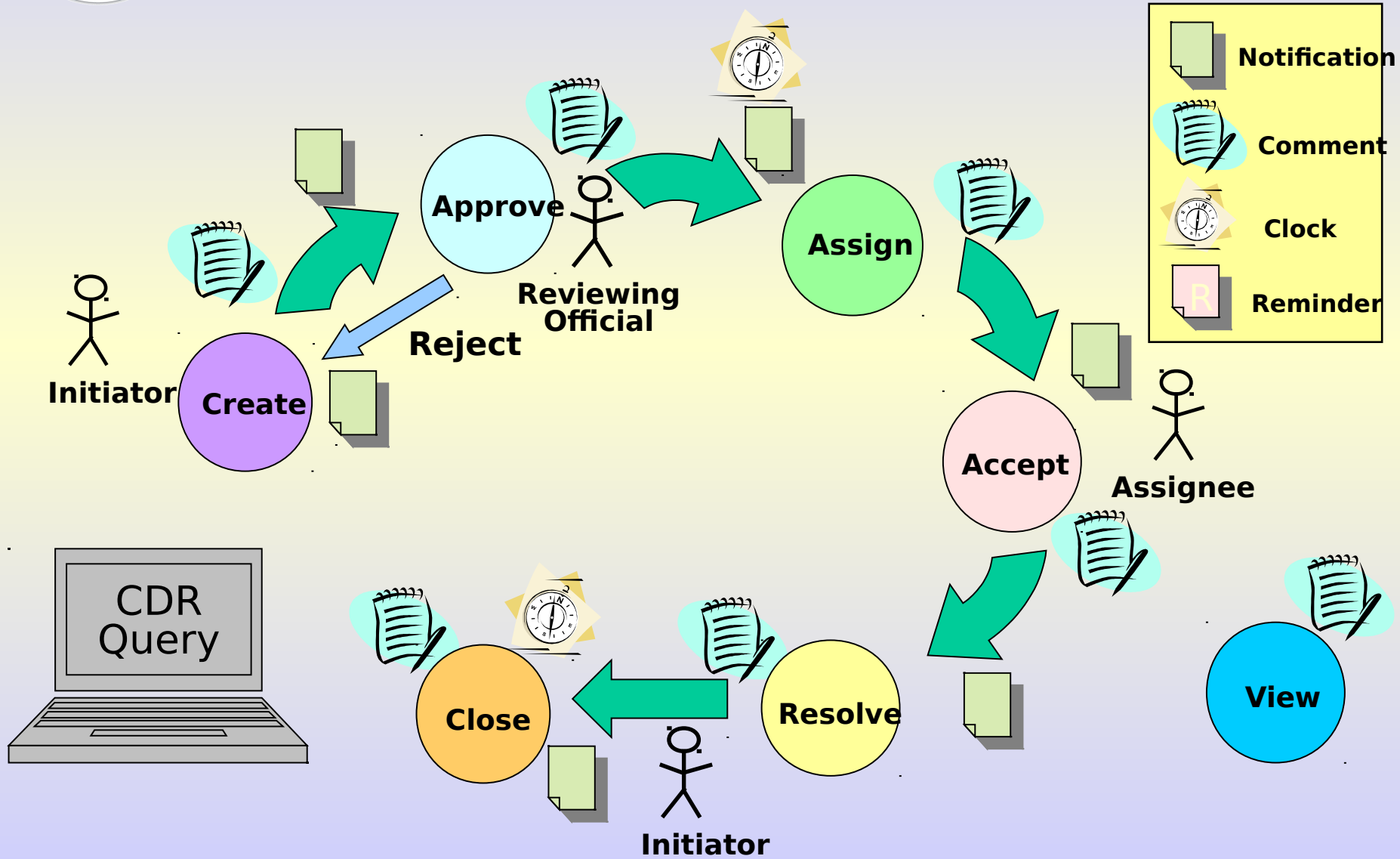**Secondary Lead** – The assignee's alternate EDA POC as defined by the assignee's C/S/A within EDA. Typically this person acts as a backup to the assignee and the primary lead.
Activity Manager – The assignee's manager (activity s defined by the assignee's C/S/A within EDA (primary ED C/S/A one level up from the assignee's C/S/A). T i ll thi
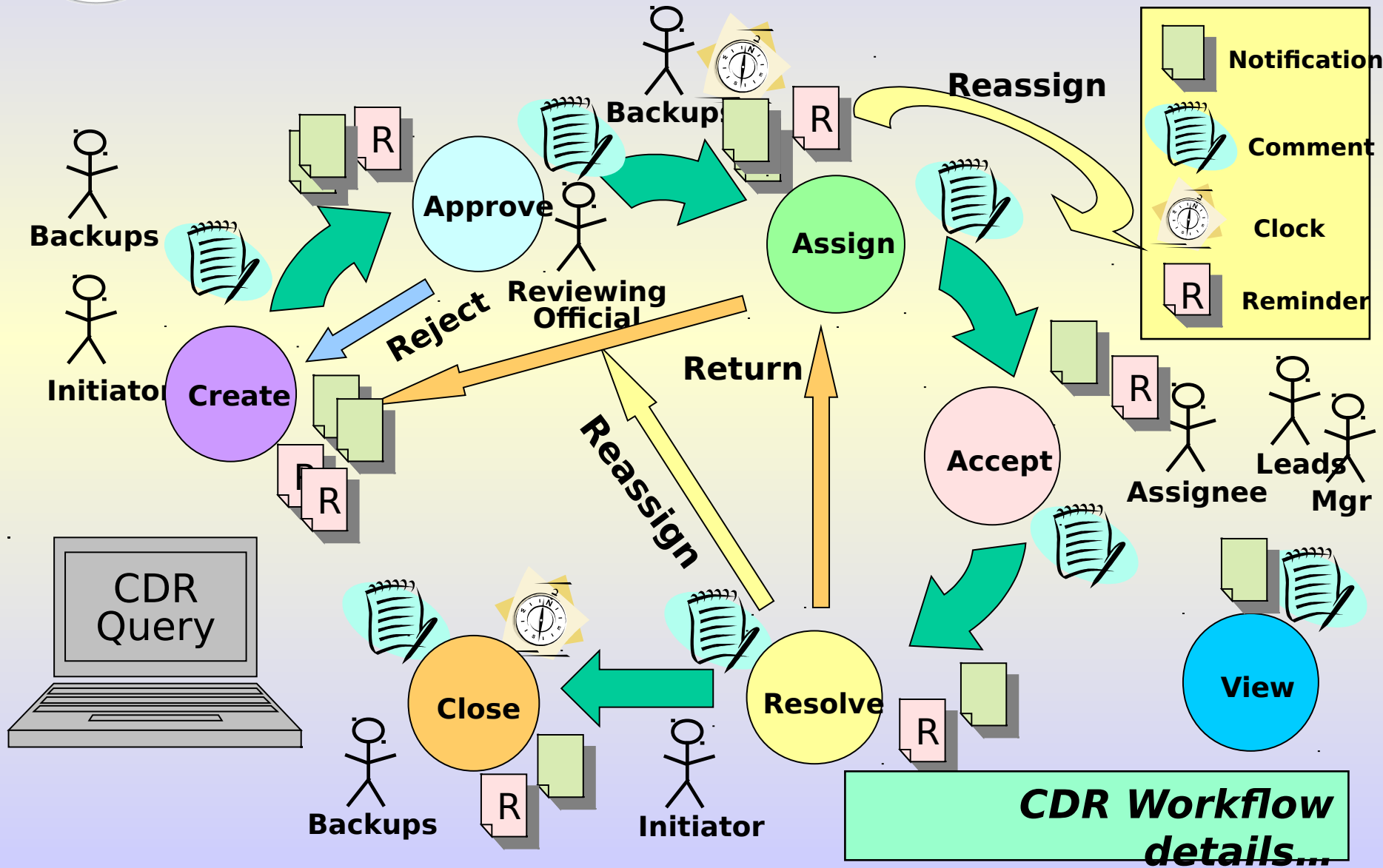
CDR Flow…

CDR Workflow

Initiator

Create

Reject

Approve

Reviewing Official

Assign

Accept

Assignee

Resolve

Close

Initiator

View

CDR Query

Notification

Comment

Clock

Reminder

CDR Workflow - continued

Contract Deficiency Rpt **View**

*Required Fields
Status: ASSIGNED   Days Aged: 0   **Status**
Approval Date: 29-MAR-06   Last Update: 29-MAR-06
Next Action By: ExecMike Flaherty   Updated By: POCBOreo Flaherty

*Contract No: CJF0001000101   **Contract**
Delivery Order/TO:
ACO Mod: PCO Mod:

*Admin DoDAAC: FA4407   **Assignee**
*ACO: ExecMike Flaherty   ACO Assigned

*Issue DoDAAC: FA4407
*PCO: No PCO Listed

*Pay DoDAAC: SP0400   **Payment Office**

CAGE Code: 12345   **Contractor**
D-U-N-S number:
No Contractor Listed

Control Number: G672   **Contract Deficiency**
Initiator: AdminCarol Flaherty

*Reviewing Official: POCBOreo Flaherty
*Deficiencies:

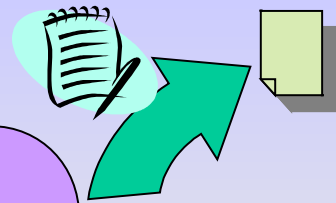| Description |
| --- |
| AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE |
| AAA1, Cannot input modification without a hard copy of the contract. Modification dated (05/05/2006), has been received in our office. However, due to non-receipt of the hard copy of the contract the modification rejects as unmatched. Request that the hard copy of the contract be forwarded with a copy of this CDR to DFAS-CO-(). |
| AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE |
| AAA2, Missing pages. Page(s) (Appendix 4), of subject contract/modification is/are missing. Please forward copies with a copy of this CDR to DFAS-CO-(). |

Sample CDR

Let's look at the CDR process...

Create CDR

Create

Create

Initiator creates a CDR
- ❖ Enters Deficiency information into EDA
  - ❖ EDA Pre-populates *(if applicable)*
- ❖ Selects **Assignee**
  - ❖ Indicated on contract (ACO/PCO)
  - ❖ Assignee must be a user in EDA
- ❖ Selects **Reviewing Official** (Special EDA role)

Note: Contract document is not required to be posted in EDA in order to create a CDR.

Initiator options...
ADD
- ❖ EDA saves & submits CDR,
- ❖ Notifies Reviewing Official for approval,
- ❖ Begins CDR Workflow & Audit

CANCEL
- ❖ Nothing is kept, Transaction is terminated.

Options to Add a CDR...

Department of Defense
Electronic Document Access
Next Generation

Document Selection Screen

POCFRyan Flaherty - Today is Apr 03, 2006

EDA User's Guide

Select one of the following search options:

Contracts
  Contract Deficiency Reports
Personal Property GBLs
Freight GBLs
Government Transportation Requests
Non-Automated GBLs
DD Form 1716

Account Administration
  Profile....
Vouchers -- Accounting

CDR Link

Return to DOD EDA Home
Change password (Your password expires in 23 days.)

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN

Sample Document Selection Screen

Let's look at the CDR Create & Screens...

Contract Deficiency Rpt

View

Sample View of CDR

Options to Create a CDR

Create

Contracts Query Results

Department of Defense
Electronic Document Access
Next Generation

AdminCarol Flaherty - Today is Apr 03, 2006
EDA User's Guide
My Settings

Document Selection > Contracts Search > Query

Displaying Page 1 of 1 @ 100 Records per page.
11 records returned (1 to 11 shown) [Download]

Advanced Search Refine Search

Contract Number	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	Obligated Amount		CDR Data
FA4407110001 (3K)	H				20060313	FA4407	FA4407	SP0400		Add	Add
FA4407120001 (3K)	H				20060313	FA4407	FA4407	SP0400		Add	Add
FA4407120001 (3K)	H		A00001		20060313	FA4407	FA4407	SP0400		Add	Add
FA4407120001 (3K)	H	0003			20060313	FA4407	FA4407	SP0400		Add	Add
FA4407120001 (3K)	H	0002			20060313	FA4407	FA4407	SP0400		Add	Add
FA4407120001 (3K)	H	0001			20060313	FA4407	FA4407	SP0400		Add	Add
FA44071210001 (3K)	H				20060313	FA4407	FA4407	SP0400		Add	View(1)
FA44071210001 (3K)	H	0001			20060313	FA4407	FA4407	SP0400		Add	Add
FA4407121001 (No Base)											
FA44071											
FA44071											
FA44071											
FA44											

A few options...
- Contract Query
- CDR Query

Click **"Add"** link

"Show" CDR Data column in "My Setting"

Click **"+"**

Offers the User Pre-population

Department of Defense
Electronic Document Access
Next Generation

Contract Deficiency Reports Query Results

AdminCarol Flaherty - Today is Apr 03, 2(
EDA User's Gu
My Settin

Document Selection > Contract Deficiency Reports Search > Query

g Page 1 of 1 @ 100 Records per page.
s returned (1 to 1 shown) [Download]

Add New CDR

Click **"Add New CDR"** lir

Contract Number	DO/TO	ACO Mod	PCO Mod	Control Number	History	Status	Days Aged	Initiation Date	Approval Date	Next Action By	ACO	PCO	Initi
+ FA44071210001				G515	H	INITIATED		20060314		Poulson, Claire M	Flaherty, Carol J	Flaherty, Bo	Flaherty, Ad

Add New CDR

Click **"Add New CDR"** lir

e DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mi

Create CDR

**Department of Defense
Electronic Document Access**
Next Generation

**Create Contract
Deficiency Report**

DFAS Ro Reviewer

Document Selection > Contract Deficiency Reports Search > Query > Query Results > Cre...

Cancel   Add CDR...

*Required Fields
*Contract No: [   ]   **Contract**
Delivery Order/TO: [   ]
ACO Mod: [   ] PCO Mod: [   ]

*Admin DoDAAC: [   ] ○ Assign to ACO   **Assignee**
*ACO: [No ACO Listed   ] Find in DCMA
Find in EDA   Clear ACO

*Issue DoDAAC: [   ] ○ Assign to PCO
*PCO: [No PCO Listed   ]
Find in EDA   Clear PCO

*Pay DoDAAC: [   ]   **Payment Office**

CAGE Code: [   ]   **Contractor**
D-U-N-S Number: [   ]
Company Name: [   ]
Address 1: [   ]
Address 2: [   ]
City: [   ] State: [   ] Zip: [   ]

Control Number: G410   **Contract Deficiency**
Initiator: DFAS Ro Reviewer

*Reviewing Official: [   ]
Find in EDA

*Deficiencies: [**Description**   ]
Add a Deficiency

Cancel   Add CDR...

If you need assistance with EDA, contact your EDA POC or the EDA Help Desk.

CDR Entry Form…

Entry Fields *Required

Select CDR Participants "Find in EDA"

Add Deficiencies

If Pre-populate option selected, information will pre-fill on form *(not shown)*

CDR Entry Areas

Create

**Department of Defense
Electronic Document Access
Next Generation**

**Create Contract
Deficiency Report**

DFAS Ro Reviewer

Document Selection > Contract Deficiency Reports Search > Query > Query Results > Cre

Cancel   Add CDR...

*Required Fields

*Contract No:
Delivery Order/TO:
ACO Mod: PCO Mod: | Contract

*Admin DoDAAC: ○ Assign to ACO | Assignee
*ACO: No ACO Listed   Find in DCMA
Find in EDA   Clear ACO

DoDAAC: ○ Assign to PCO
*PCO: No PCO Listed
Find in EDA   Clear PCO

DoDAAC: | Payment Office

CAGE Code: | Contractor
D-U-N-S Number:
Company Name:
Address 1:
Address 2:
City: State: Zip:

Control Number: G410 | Contract Deficiency
Initiator: DFAS Ro Reviewer

*Reviewing Official:
Find in EDA

*Deficiencies: **Description**
Add a Deficiency

Cancel   Add CDR...

If you need assistance with EDA, contact your EDA POC or the EDA Help Desk.

CDR Entry Form...

Contract Identification

**DoDAAC(s) – Admin/Issue/Pay
Determine Assignment
(ACO or PCO)**

Vendor Information

CDR Identifier & Initiator

Select Reviewing Official

Select Participants (must be EDA Users) "Find in EDA"

Add Deficiencies

Assignment ...

CDR Assignment Selection

Create

Department of Defense Electronic Document Access *Next Generation*
Create Contract Deficiency Report

Document Selection > Contract Deficiency Reports Search > Query > Results > Cre

Cancel | Add CDR...

*Required Fields
*Contract No: Contract
Delivery Order/TO:
ACO Mod: PCO Mod:

*Admin DoDAAC: ○ Assign to ACO
*ACO: No ACO Listed | Find in EDA

AAC: ○ Assign to PCO
PCO: No PCO Listed | Find in EDA

AAC: Payment Office

Code: Contractor
mber:
Name:
ess 1:
ess 2:
City: State: Zip:

Control Number: G671   Contract Deficiency
Initiator: AdminCarol Flaherty

*Reviewing Official: Find in EDA

*Deficiencies: **Description**
Add a Deficiency

Cancel | Add CDR...

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-70

CDR Assignment…

Assign to ACO
OR
Assign to PCO

Find **Assignee**

Click **"Find in EDA"**

"Find User in EDA"

Find **'ASSIGNEE'** *(ACO, PCO)*

Find the EDA User as indicated on the contract

Find Participant in EDA…

Capability to Find a User

Create

Find a User by…
- C/S/A   *and/or*
- Name *(Last and/or First)*
Full or Partial entry

| C/S/A: | | Select CSA | Clear CSA |

| Last Name: | | | Clear User Names |
| First Name: | | | |

List Users   *...based on* **Click "List Users"** *criteria entered above.*

Allows all or partial entry – "Wildcard" capability

Enter all or part of a C/S/A name or click

| C/S/A: Contracting | | Select CSA | Clear CSA |

| Last Name: b | | | Clear User Names |
| First Name: | | | |

List Users   *...based on the C/S/A and/or EDA user's name search criteria entered above.*

Name	EDA POC	C/S/A
○ Base 1, Base User		>US Air Force>Contracting>AFMC>FA4407
○ Base 2, AF User		>US Air Force>Contracting>AFMC>FA4408
○ Base 3, AF User		>US Air Force>Contracting>AFMC>FA4409
○ Base1, AF Base Primary	Primary	>US Air Force>Contracting>AFMC>FA4407
○ Base2, AF Base	Primary	>US Air...
○ Base2, AF Base RO		>US Air Force>Contracting>AFMC>FA4408
○ Base3, AF Base Prim	Primary	>US Air Force>Contracting>AFMC>FA4409

Result set
of EDA users
matching criteria

Select User

Identifies Office Leads – *Primary or Alternate*

Create

Find CDR Reviewing Official

Click **"Find in EDA"**

Find *Reviewing Official*

Find Reviewing Official...

Create

Find a User by…
- C/S/A   *and/or*
- Name *(Last and/or First)*
Full or Partial entry

C/S/A: [   ] Select CSA   Clear CSA

Last Name: [   ]
First Name: [   ]   Clear User Names

List Users *...based on the* ~~criteria entered above.~~

Click **"List Users"**

Enter all or part of a C/S/A name or ~~~~ Allows all or partial entry – "Wildcard" capabi

C/S/A: Contracting   Select CSA   Clear CSA

Last Name: b
First Name: [   ]

List Users *...based on the C/S/A and/or EDA user's name search* ~~~~

When finding a Reviewing Official, Result set contains **only** those users with the EDA "Reviewing Official" Role

Name	EDA POC	C/S/A
○ Base 1, Base User		>US Air Force>Contracting>AFMC>FA4407
○ Base 2, AF User		>US Air Force>Contracting>AFMC>FA4408
○ Base 3, AF User		>US Air Force>Contracting>AFMC>FA4409
○ Base1, AF Base Primary	Primary	>US Air Force>Contracting>AFMC>FA4407
○ Base2, AF Base	Primary	>US Air...
○ Base2, AF Base RO		>US Air Force>Contracting>AFMC>FA4408
○ Base3, AF Base Prim	Primary	>US Air Force>Contracting>AFMC>FA4409

EDA Reviewing Official Role and matching criteria

Select User

Identifies Office Leads – *Primary or Alternate*

Create

Department of Defense
Electronic Document Access
Next Generation

Create Contract Deficiency Report

Document Selection > Contract Deficiency Reports Search > Query > Quer...

Cancel   Add CDR...

*Required Fields

Contract
*Contract No:
Delivery Order/TO:
ACO Mod: PCO Mod:

Assignee
*Admin DoDAAC: ○ Assign to ACO
*ACO: No ACO Listed   Find in DCMA
Find in EDA   Clear ACO

*Issue DoDAAC: ○ Assign to PCO
*PCO: No PCO Listed
Find in EDA   Clear PCO

Payment Office
*Pay DoDAAC:

Contractor
CAGE Code:
D-U-N-S Number:
Company Name:
Address 1:
Address 2:
City: State: Zip:

Contract Deficiency
Control Number: G410
Initiator: DFAS Ro Reviewer

*Reviewing Official:
Find in EDA

*Deficiencies: **Description**
Add a Deficiency

Cancel   Add CDR...

If you need assistance with EDA, contact your EDA POC or the EDA Help Desk.

Contract Deficiencies…

Click **Add a Deficiency**

Add Deficiencies…

Partial List of Deficiencies

Create

Department of Defense
Electronic Document Access
Next Generation

Add a Deficiency

Deficiency Selection...

Select deficiencies and impact codes to add to the CDR.

Back | Add Selected Deficiencies

Click **Add Selected Deficiencies**

☐ OTHER

☐ $$$$$$$$, INVOICE(S) IN HOUSE EXPEDITE - REQUIRED TO AVOID POTENTIAL INTEREST PAYMENT

$$$$$$$$, Our records indicate an invoice has been received against this contract. Payment cannot be made until the issue cited in this CDR is corrected.

Select ALL Deficiencies that Apply

☐ AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE

AAA1, Cannot input modification without a hard copy of the contract. Modification dated (), has been received in our office. However, due to non-receipt of the hard copy of the contract the modification rejects as unmatched. Request that the hard copy of the contract be forwarded with a copy of this CDR to DFAS-CO-().

☐ AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE

AAA2, Missing pages. Page(s) (), of subject contract/modification is/are missing. Please forward copies with a copy of this CDR to DFAS-CO-().

☐ AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE

AAA3, Contract has been altered using correction fluid or labels. Changes to contractual documents must be made using modifications. Please issue a modification citing the correct administrative information and send it, along with a copy of this CDR, to DFAS-CO-().

☐ AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE

AAA4, Document has pen and ink change. Changes to contractual documents must be made using modifications. Please issue a correcting modification and send it along with a copy of this CDR, to DFAS-CO-().

Click boxes

☐ AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE

AAA5, Request for a copy of the above cited Basic Ordering Agreement with Solicitation to be forwarded to this activity. We have received order(s) before receiving the basic contract. Send response along with a copy of this CDR to DFAS-CO-() or FAX to: ().

☐ AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE

AAA6, Modification () dated () references mods(s) (). However, our records indicate that we have not yet received these mods. Request copy of the missing mod(s) be forwarded to this office. Send response along with a copy of this CDR to DFAS-CO-() or FAX to: ().

☐ B10A, LONG LINE OF ACCOUNTING INVALID

B10A1, Page #() cites an invalid long line of accounting. Please forward correcting Modification to DFAS-CO-(). Attn:()

☐ B10B, LONG LINE OF ACCOUNTING MISSING

Customize Selected Deficiencies...

Deficiency Customization

Create

Selected Deficiency Customization...

After Selecting Deficiencies, Additional text may be inserted to further clarify

*Deficiencies:

Description

☐ AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE

AAA2 | Missing pages. Page(s) (10-14), of subject contract/modification is/are missing. Please forward copies with a copy of this CDR to DFAS-CO-(Vendor Pay).

Added Department

☐ B10G, TOTAL OBLIGATION/DEOBLIGATION NOT CALCULATED CORRECTLY

B10G | line for this ACRN differs from the data line previously used. Please issue modification with correction or clarification. Send response along with a copy of this CDR to DFAS-CO-0 or FAX to: (703 888 9999).

Added Fax number

Add a Deficiency | Delete Selected Deficiencies

Modification Capabilities

Create CDR - Cont

Create

Completed Form…

Notification is sent to Reviewing Official

Approval Notification…

Click **"Add CDR…"**

Approval Notification

Approve

SUBJECT: New CDR Control #G409:FA44070001

...sent to the Reviewing Official

This message was system generated. Please DO NOT REPLY to this email.

AF Base RO Base2,

Contract Deficiency Report #G409:FA44070001 is awaiting your approval before it can be assigned for resolution. You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access: https://ushrsebs004.vahrn.us.eds.com:643/pls/user/cdr.display?pControl=G409
Certificate/CAC access: http://ushrsebs002.vahrn.us.eds.com:1443/pls/cert/cdr.display?pControl=G409

Once in EDA you may:
    * Approve the CDR for resolution processing
    * Return the CDR to the initiator.

You have been tasked with this CDR because you were listed as the official authorized to review CDRs created by DFAS User Clerk.

For ASSISTANCE regarding this CDR, please contact DFAS User Clerk, the initiator of the CDR at
mailto:carol.flaherty@eds.com.

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.vahrn.us.eds.com:643/users_guide/documents/cdr/cdr001_Index.html

For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or DSN: 388-7095, or by e-mail at cscassig@csd.disa.mil (Subject: EDA Assistance).

Next Actions - Approve or Return   Direct links to CDR

Identifies INITIATOR & email address

EDA User Guide CDR Process

EDA Help Desk Contact information

Approval Reminder...

Approval Reminder

R
Approve

SUBJECT: Reminder <x> New CDR Control # 65672: GS07F0341M

From: CDR Administrator
Sent: Fri 3/5/2004 12:44 PM
To: *<Reviewing Official>*
CC: *<Initiator>*
Subject: Reminder **<x>** - New CDR Control # 65672: GS07F0341M
Importance: High

Increments Count

<Reviewing_Official >,
This is a reminder that Contract Deficiency Report # 65672: GS07F0341M-W911W505F0255
has been awaiting approval for **<y>** days. It must be approved before it can be assigned for
resolution.

Indicates elapsed duration

You may access this CDR within EDA by clicking on the link below:
Username/Password access: https://eda2.ogden.disa.mil/pls/user/cdr.display_cdr?
control=65672
Certificate/CAC access: https://eda2.ogden.disa.mil/pls/cert/cdr.display_cdr?con... 72
Once in EDA you may
        - approve the CDR for resolution pro...
        - return the CDR to the initiator.

**Next Actions -
Approve or Return**

Direct links to CDR

For all other inquiries, please contact the EDA Help Desk at: (866)618-5988, (801)605-7095
or DSN: 38... ...cassig@csd.disa.mil (EDA Assistance)

**...sent to the
Reviewing
Official**

**Approval
Reminders:
Every '3' Days**

View CDR...

View CDR

View

Click **"Add Comment..."**
or
"View History"

Adding comments is restricted to the CDR Participants/Backups

No Modifications may occur on the CDR

Links to view participant contact information

View CDR screen:

Department of Defense
Electronic Document Access
Next Generation

View CDR

AdminCarol Flaherty - Today is Mar 29, 2006
EDA User's Guide

Document Selection > Contract Deficiency Reports Search > Query > Results > View CDR

CDR Created Successfully.

Return to Query Results   Add Comment...   View History

*Required Fields

		Status
Status: INITIATED	Days Aged:	
Initiation Date: 29-MAR-06	Last Update: 29-MAR-06	
Next Action By: POCBOreo Flaherty	Updated By: AdminCarol Flaherty	

		Contract
*Contract No: CJF0001000101		
Delivery Order/TO:		
ACO Mod:	PCO Mod:	

		Assignee
*Admin DoDAAC: FA4407		*ACO*
*ACO: ExecMike Flaherty		*Assigned*

	Payment Office
*Issue DoDAAC: FA4407	
*PCO: No PCO Listed	

*Pay DoDAAC: SP0400   **Payment Office**

	Contractor
CAGE Code: 12345	
D-U-N-S number:	
No Contractor Listed	

	Contract
Control Number: G672	
Initiator: AdminCarol Flaherty	

*Reviewing Official: POCBOreo Flaherty

*Deficiencies:

Description
AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE
AAA1, Cannot input modification without a hard copy of the contract. Modification dated (05/05/2006), has been received in our office. However, due to non-receipt of the hard copy of the contract the modification rejects as unmatched. Request that the hard copy of the contract be forwarded with a copy of this CDR to DFAS-CO-().
AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE
AAA2, Missing pages. Page(s) (Appendix 4), of subject contract/modification is/are missing. Please forward copies with a copy of this CDR to DFAS-CO-().

Return to Query Results   Add Comment...   View History

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

View Account screen:

Department of Defense
Electronic Document Access
Next Generation

View Account

POCBOreo Flaherty - Today is Jan 04, 2006
EDA User's Guide

Document Selection > Account Admin > View Account

Refresh   Back

	Identity
Name POCBOreo Flaherty	
Type Government Employee	

	Contact
Telephone 999 999 9999 Ext.	
Intl Telephone	
DSN	
E-mail carol.flaherty@eds.com	

	Organization
C/S/A U.S. Air Force	
EDA POC assigned to the following C/S/A's	
U.S. Air Force\Acquisition(Primary)	
U.S. Air Force\Finance\ACC(Primary)	

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Add a Comment

View

Department of Defense
Electronic Document Access
Next Generation

Contract Deficiency Reports History

AdminCarol Flaherty - Today is Mar 29, 2006
EDA User's Guide

Document Selection > CDR Search > Query > Query Results > Contract Deficiency Reports History

Contract Number	DO/TO	ACO Mod	PCO Mod	Control Number	History	Status	Days Aged	Initiation Date	Approval Date	Next Action By	ACO	PCO	Initiator
CJF0001000101				G672	H	INITIATED		20060329		Flaherty, POCBOreo	Flaherty, ExecMike		Flaherty, AdminCarol

Cancel Update

Date/Time	Actioned by	Event	Comments
	Flaherty, AdminCarol	Comment Added	Enter your comment here.
29-MAR-2006, 07:06:01	Flaherty, AdminCarol	INITIATED (User for Next Action: POCBOreo Flaherty)	

Cancel Update

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095,

Area for Comment *(2000 characters)*

Records information
Date/Time – *Current Date/Time*
Actioned by – *Person adding comment*
Event - *Comment Added*
Comments – *Entered text*

Comment Notification…

View

NEW

...sent on DELIBERATE comment to

SUBJECT: Comment added to CDR Control #G409:FA44070001

ALL interested participants

This message was system generated. Please DO NOT REPLY to this email.

DFAS User Clerk, AF Base RO Base2, Base User Base 1:

All Interested Participants
(Initiator, Reviewing Official, & Assignee)

The following comment was added on 11/13/2006 to Contract Deficiency Base 1:

Comment...This can be a bit confusing....all these various users...LOL

Comment

You may view the history of this CDR within EDA by clicking the View History button on the View Contract Deficiency Report screen using one of the links below:

Username/Password access: https://ushrsebs004.vahrn.us.eds.com:643/pls/user/cdr.display?pControl=G409
Certificate/CAC access: http://ushrsebs002.vahrn.us.eds.com:1443/pls/cert/cdr.display?pControl=G409

For ASSISTANCE regarding this CDR, please contact DFAS User Clerk, the initiator of the CDR at
mailto:carol.flaherty@eds.com.

Identifies INITIATOR & email address

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.vahrn.us.eds.com:643/users_guide/documents/cdr/cdr001_Index.html

EDA User Guide
CDR Process

For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or by e-mail at cscassig@csd.disa.mil (Subject: EDA Assistance).

EDA Help Desk
Contact information

View History...

View

Department of Defense Electronic Document Access — **Contract Deficiency Reports History** — POCBOreo Flaherty - Today is Mar 29, 2006 — EDA User's Guide

Link To
View User Contact Information

...ry > Query Results > Contract Deficiency Reports History

Contract Number			...ated	Days ...aged	Initiation Date	Approval Date	Next Action By	ACO	PCO	Initiator
CJF0001000101			ASSIGNED	0	20060329	20060329	Flaherty, ExecMike	Flaherty, ExecMike		Flaherty, AdminCaro

Cancel   Refresh

Date/Time	Actioned by	Event	Comments
29-MAR-2006, 07:11:46	Flaherty, POCBOreo	ASSIGNED (User for Next Action: ExecMike Flaherty)	*Valid CDR. Please supply missing documents*
29-MAR-2006, 07:06:01	Flaherty, AdminCarol	INITIATED (User for Next Action: POCB...rty)	

Cancel   Refresh

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988... end email to: cscassig@ogden.disa.mil

Responsible for
Next Action

Captured information:
**Date/Time
Actioned by
Event
Comments**

EDA updates the CDR, captures Comments, and continues Workflow/Audit

Approve CDR…

Approve CDR
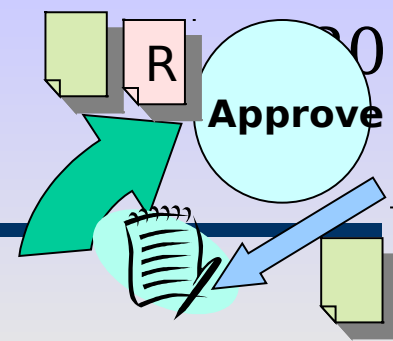
Approve

Reviewing Official
- ❖ receives notification for next action.
- ❖ reviews CDR for validity

If invalid/incorrect
    REJECT/RETURN
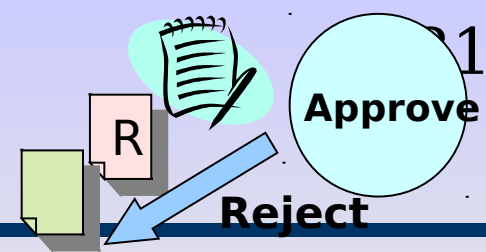   ❖ EDA notifies **_Initiator_**

If valid/correct
    APPROVE
       ❖ EDA notifies **_Assignee_**
       ❖ _starts_ clock for Days Aged

EDA updates CDR,
    captures Comments,
    continues Workflow/Audit,
    reminds _Reviewing Official_ and _Backups_ (as necessary)

Let's REJECT the CDR

Reject CDR

Approve

R

Reject

Reject

Reviewing Official reviews CDR and if <u>invalid/incorrect,</u> Rejects it and returns to the ***Initiator***.

EDA Notifies ***Initiator*** of rejection

Initiator can...
REASSIGN
CLOSE

EDA updates CDR,
    captures Comments,
    continues Workflow/Audit,
    reminds *Initiator* and *Backups* (as necessary)

Initiator may reassign or start-over with Contract Deficiency entry process and approval if changes are required.

Reject Notification

Reject

Subject: Rejected CDR Control #G409:FA44070001

This message was system generated. Please DO NOT REPLY to this email.

DFAS User Clerk,

Contract Deficiency Report #G409:FA44070001 is awaiting your review before it can be assigned for resolution. This CDR has been returned to you by DFAS Ro Reviewer. You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access: https://ushrsebs004.vahrn.us.eds.com:643/pls/user/cdr.display?pControl=G409
Certificate/CAC access: http://ushrsebs002.vahrn.us.eds.com:1443/pls/cert/cdr.display?pControl=G409

Once in EDA you may:
    * Resubmit the CDR for approval or
    * Close the CDR if it was created in error.

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.vahrn.us.eds.com:643/users_guide/documents/cdr/cdr001_Index.html

For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or DSN 388-7095, or by e-mail at cscassig@csd.disa.mil (Subject: EDA Assistance).

...sent to the Initiator

Next Actions - Reassign or Close

Direct links to CDR

EDA User Guide CDR Process

EDA Help Desk Contact information

Rejection Reminder

Reject Reminder
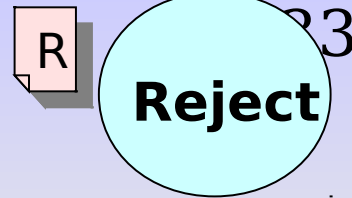
Reminder <x> Returned CDR Control # 65672: GS07F0341M

From: CDR Administrator
Sent: <Date email sent>
To: <Initiator>
 CC: <Reviewing Official>
Subject: Reminder **<x>** - Returned CDR Control # 65672: GS07F0341M
Importance: High

...sent to the Initiator

Increments Count

<Initiator >,
This is a reminder that Contract Deficiency Report # 65672: GS07F0341M
 has been awaiting review for **<y>** days. It must be resubmitted before it can be assigned for resolution.

Indicates elapsed duration

You may access this CDR within EDA by clicking on one of the links below:
Username/Password access: https://eda2.ogden.disa.mil/pls/user/cdr.display_cdr?control=65672
Certificate/CAC access: https://eda2.ogden.disa.mil/pls/cert/cdr.display_cdr?control=65672
Once in EDA you may
        - reassign the CDR for approval or
        - close the CDR if it was created in error.

Next Actions - Reassign or Close

Direct links to CDR

For all other inquiries, please contact the EDA Help Desk at: (866)618-5988, (801)605-7095 or DSN: 388-7095 or email: cassig@csd.disa.mil (EDA Assistance).

Reject/Return Reminders:
Every '3' Days

Let's APPROVE the CDR

Approve CDR

Click **"Approve…"** or **"Reject…"**

Reviewing Official May…
- *Approve* or
- *Reject/Return*

No Modifications may occur on the CDR.

Approving CDR

Approve

Click **"Confirm Approval…"**

Enter a comment

Upon approval by the Reviewing Official, the CDR is sent to the Assignee.

In this example, the CDR is sent/routed to the ACO Identified.

Assignment Notification…

Assign

Assigned CDR Control #G409:FA44070001

...sent to the Assignee

This message was system generated. Please DO NOT REPLY to this email.

Base User Base 1,

Contract Deficiency Report #G409:FA44070001 has been assigned to you for resolu[...]
action on this CDR within 3 days (by 11/16/2006) as described below, then the [...]
escalate to your activity leads. You may view and take action on this CDR with[...]
the links below:

Direct links to CDR

Username/Password access: https://ushrsebs004.vahrn.us.eds.com:643/pls/user/cdr.display?pControl=G409
Certificate/CAC access: http://ushrsebs002.vahrn.us.eds.com:1443/pls/cert/cdr.display?pControl=G409

Once in EDA you may:
* Accept the CDR to indicate you are working to resolve it
* Reassign it to the appropriate ACO or PCO (or responsible Contract Specialist if applicable)
* Return it to the initiator indicating it was assigned to the wrong person
* or Resolve the CDR.

Next Actions - Accept, Reassign, Return or Resolve

For ASSISTANCE regarding this CDR, please contact DFAS User Clerk, the initiator of the CDR at
mailto:carol.flaherty@eds.com.

Identifies INITIATOR & email addres[s]

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.vahrn.us.eds.com:643/users_guide/documents/cdr/cdr001_Index.ht[...]

EDA User Guide CDR Process

For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or [...].
388-7095, or by e-mail at cscassig@csd.disa.mil (Subject: EDA Assistance).

EDA Help Desk Contact information

If ASSIGNED to PCO, ACO is cc'd.

Assignment Reminder...

First Assignment Remin...

R

Assign

Reminder <x> Assigned CDR Control #G656...

...sent to the Assignee & Leads

FA44070001

From:	CDR Administrator
Sent:	Fri 3/5/2004 12:44 PM
To:	*<Assignee>*
Cc:	*<Primary Lead>*, *<Secondary Lead>*, *<Initiato...*
Subject:	Reminder **1** - Assi... FA860704D2751--P00001
Importance:	High

CC's LEADS
Based on C/S/A structure

Increments Count

<Assignee>,

This is a reminder that Contract Deficiency Report # 65672: FA860704D2751--P00001 has been assigned to you for resolution and has been waiting for action by you for three days. You must take action on this CDR within seven days ... ger will be notified.

Indicates date of escalation

You may view and resolve this CDR within EDA by clicking on one of the links below:
Username/Password access: https://eda2.ogden.disa.mil/pls/user/cdr.display_cdr?control=65672
Certificate/CAC access: https://eda2.ogden.disa.mil/pls/cert/cdr.display_cdr?control=65672

Direct Links to CDR

Once in EDA you may
     - accept the CDR to indicate you are working to resolve it
     - reassign it to the appropriate ACO or PCO (or responsible Con...
     - return it to the initiator indicating it was assigned to the wrong person
     - or resolve the CDR.

Next Actions - Accept, Reassign, Return or Resolve

For ASSISTANCE regarding this CDR, please contact Carol Brown at
carol.flaherty@someaddress.com.

Identifies INITIATOR & email addres...

Please refer to the EDA Users guide for guidance on the CDR process. https:EDAUsersgu...

EDA User Guide CDR Process

For ... Help Desk at: (866)618-5988, (801)605-7095 or DSN: 388-
70... (E...

**First Assignment Reminder:
'3' Days**

Subsequent Assignment Reminder

R

Assign

38

Reminder <x> Assigned CDR Control #G65672:FA44070001

...sent to the Assignee, Leads & Manager

From:	CDR Administrator
Sent:	Fri 3/5/2004 12:44 PM
To:	*<Assignee>*
Cc:	*<Primary Lead>*, *<Secondary Lead>*, *<Activity Manager>*
Subject:	Reminder *<x>* ... 72: GS35F0108J-HE125404F2024-P00003
Importance:	High

Cc's Leads & MANAGER Based on C/S/A structure

Increments Count

<Assignee>,

This is a reminder that Contract Deficiency Report # 65672: GS35F0108J-HE125404F2024-P00003 has been assigned to you for resolution and has been waiting for action ... action on this CDR within seven ... reminder will be sent.

Indicates elapsed duration

Indicates date of escalation

You may view and resolve this CDR within EDA by clicking on one of the links below:
Username/Password access: https://eda2.ogden.disa.mil/pls/user/cdr.display_cdr?control=65672
Certificate/CAC access: https://eda2.ogden.disa.mil/pls/cert/cdr.display_cdr?control=65672

Direct Links to CDR

Once in EDA you may
- accept the CDR to indicate you are working to resolve it
- reassign it to the appropriate ACO or PCO (or responsible Con...
- return it to the initiator indicating it was assigned to the wrong person
- or resolve the CDR.

Next Actions - Accept, Reassign, Return or Resolve

For ASSISTANCE regarding this CDR, please contact Carol Brown...
carol.flaherty@someaddress.com.

Identifies INITIATOR & email address

Please refer to the EDA Users guide for guidance on the CDR process. https:EDAUsersguide

EDA User Guide
CDR Process

Subsequent Assignment Reminder:
Every '7' Days

...elp Desk at: (866)618-5...
...EDA Assistance).

Quick look at History...

Assign CDR

Assign

Assignee options…

ACCEPT
- ❖ own/fix/work deficiency
- ❖ Usually involves activities outside the application
- ❖ *Initiator* is sent notification of Acceptance

REASSIGN
- ❖ To individual inside or outside of domain

RETURN
- ❖ To initiator

RESOLVE *(Resolve with Comment)*

EDA updates CDR
 continues Workflow/Audit
 captures Comments
 reminds *Assignee* and *Backups* (as necessary)

Assign

The Options

Assignee Options

Assign

Department of Defense
Electronic Document Access
Next Generation

View Contract Deficiency Report

Base User Base 1 (not!) - Today is Nov 14, 2006
EDA User's Guide

Document Selection > Contract Deficiency Reports Search > Query > Query Results > View CDR

Return to Query Results | Return... | Reassign... | Accept... | Resolve... | Add Comment... | View H

*Required Fields
Status: ASSIGNED
Approval Date: 14-NOV-06
Next Action By: Base User Base 1

Days Aged: 0
Last Update: 14-NOV-06
Updated By: DFAS Ro Reviewer

Status

*Contract No: FA44007000333
Delivery Order/TO:
ACO Mod:

PCO Mod:

Contract

*Admin DoDAAC:
*ACO: No ACO Listed

Assignee
PCO Assi

*Issue DoDAAC: FA4407
*PCO: Base User Base 1

*Pay DoDAAC: SP0400

Payment Office

CAGE Code:
D-U-N-S number:
No Contractor Listed

Contractor

Control Number: G417
Initiator: DFAS User Clerk

Contract Deficiency

*Reviewing Official: DFAS Ro Reviewer
*Deficiencies:

Description
AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE
AAA2, Missing pages. Page(s) (), of subject contract/modification is/are missing. Please forward copies with a copy of this CDR to DFAS-CO-().
AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE
AAA4, Document has pen and ink change. Changes to contractual documents must be made using modifications. Please issue a correcting modification and send it along with a copy of this CDR, to DFAS-CO-().

Return to Query Results | Return... | Reassign... | Accept... | Resolve... | Add Comment... | View Hist

If you need assistance with EDA, contact your EDA POC or the EDA Help Desk.

An **Assignee** may…
- *Accept   or*
- *Reassign   or*
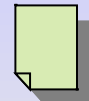- *Return   or*
- *Resolve (resolve with comment)*

No Modifications may occur on the CDR.

*Let's look at each option…
RETURN Option*

Return CDR

Return

Department of Defense
Electronic Document Access
Next Generation

View Contract Deficiency Report

Base User Base 1 (not!) - Today is Nov 14, 2006
EDA User's Guide

Document Selection > Contract Deficiency Reports Search > Query > Query Results > View CDR

| Return to Query Results | Return... | Reassign... |

Click **"Return..."**

RETURN...
Returns CDR to **INITIATOR** for "Next Action"

*Required Fields
Status: ASSIGNED
Approval Date: 14-NOV-06
Next Action By: Base User Base 1

Days Aged: 0
Last Update: 14-NOV-06
Updated By: DFAS Ro Reviewer

*Contract No: FA44007000333
Delivery Order/TO:
ACO Mod:

PCO Mod:

*Admin DoDAAC:
*ACO: No ACO Listed

Assignee
PCO Assigned

*Issue DoDAAC: FA4407
*PCO: Base User Base 1

| Cancel | Confirm Return... |

Click **"Confirm Return..."**

To return this CDR to the initiator please enter a comment and Confirm Return...

*Pay DoDAAC: SP0400

*Comment [   ]

Enter a comment

CAGE Code:
D-U-N-S number:
No Contractor Listed

Control Number: G417
Initiator: DFAS User Clerk

Contract Deficiency

*Reviewing Official: DFAS Ro Reviewer
*Deficiencies:

Description
AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE
AAA2, Missing pages. Page(s) (), of subject contract/modification is/are missing. Please forward copies with a copy of this CDR to DFAS-CO-().
AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE
AAA4, Document has pen and ink change. Changes to contractual documents must be made using modifications. Please issue a correcting modification and send it along with a copy of this CDR, to DFAS-CO-().

| Return to Query Results | Return... | Reassign... | Accept... | Resolve... | | Add Comment... | View History |

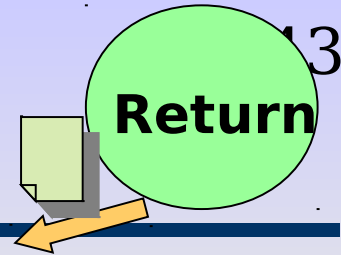If you need assistance with EDA, contact your EDA POC or the EDA Help Desk.

Return Notification...

Return Notification

Return

Return CDR Control #G65672:W91YTV0

From: CDR Administrator
Sent: Fri 3/5/2004 12:44 PM
To: *<Initiator>*
Cc: *<Assignee, Primary Lead/Secondary Lead, or Activity Manager>*
Subject: Returned CDR # 65672: W91YTV0

<Initiator>,

Contract Deficiency Report # 65672: W91YTV0 is awaiting your review before it can be assigned for resolution. This CDR has been returned to you by *<Assignee, Primary Lead/Secondary, Manager>*. A comment explaining the reason for the return is attached to the CDR.

You may view this CDR within EDA by clicking on one of the links below:
Username/Password access: https://eda2.ogden.disa.mil/pls/user/cdr.display_cdr?control=65672
Certificate/CAC access: https://eda2.ogden.disa.mil/pls/cert/cdr.display_cdr?control=65672

Once in EDA you may
- reassign the CDR and resubmit it for approval or
- close the CDR if it was created in error.

Please _____ guide for guidance on the CDR process. https:EDAUsersguide

For all _____ ontact the EDA Help Desk ____ 6)618-5988, (801)605-7095 or DSN: 388-
7095, _____ g@csd.disa.mil (EDA Ass___

...sent to Initiator

Identifies who returne_

Direct links to CDR
Requiring Action
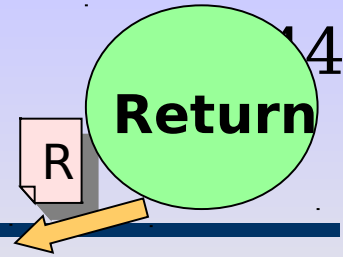
Valid
Next Actions
Reassign or Close

User Guide Link

Return Reminder...

Return Reminder

Return

R

Reminder <x> Return CDR Control #G65672: GS07F0341M

From:	CDR Administrator
Sent:	Fri 3/5/2004 12:44 PM
To:	*<Initiator>*
Cc:	*<Reviewing Official>*, *<Assignee, Activity Lead, o...*
Subject:	Reminder *<x>* Ret... ...0341M
Importance:	High

<Initiator>,

This is a reminder that Contract Deficiency Report # 65672: GS07F0341M has been awaiting review and correction for **<y>** days. This CDR has been returned to you by *< Assignee, Activity Lead, or Manager >*. A comment explaining the reason for the return is attached to the CDR.

You may access this CDR within EDA by clicking on one of the links below:
Username/Password access: https://eda2.ogden.disa.mil/pls/user/cdr.display_cdr?control=65672
Certificate/CAC access: https://eda2.ogden.disa.mil/pls/cert/cdr.display_cdr?control=65672

Once in EDA you may
      - reassign the CDR and resubmit it for approval or...
      - close the CDR if it was created in error.
Please refer to the EDA Users guide for guidance on the CDR process. https:EDAUsersg...

For all other inquiries, please contact the EDA Help Desk at: (866)618-5988, (801)605-7095 or DSN: 588-7095... with ... (EDA Assistance)

...sent to the Assignee, Leads & Manager

to's LEADS & Manager
Based on C/S/A structure

Increments Count

Direct Links to CDR

Next Actions - Reassign, Close

EDA User Guide
CDR Process

Return Reminder: Every '3' Days

Let's REASSIGN the CDR...

Reassign CDR

Reassign

Click **"Reassign…"**

REASSIGN…
Reassign CDR to another *ASSIGNEE* who will be responsible for resolving the stated deficiency.

Days aged clock continues

New Assignment…

Reassign CDR

Reassign

Department of Defense
Electronic Document Access
Next Generation

Reassign Contract Deficiency R...

Document Selection > Contract Deficiency Reports Search > Query > Query Results > Reas...

CDR Reassignment...

[Cancel] [Confirm Reassignment...] Click **"Confirm Reassignment..."**

To reassign this CDR please enter a comment, select a new assignee in the ACO and PCO sections, and Confirm Reassignment...

*Comment [   ]   Enter a comment

*Required Fields
Status: ASSIGNED   Days Aged: 7   **Status**
Approval Date: 20-NOV-06   Last Update: 20-NOV-06
Next Action By: AF Base Primary Base1   Updated By: Carol Flaherty

*Contract No: CJF1010101   **Contract**
Delivery Order/TO:
ACO Mod: PCO Mod:

You may select a new ACO and/or select the ACO for CDR assignment.   **Assignee**
*Admin DoDAAC: [SP0400] ○ Assign to ACO   **Assign to ACO**   Find New
*ACO: [   ]   Find in DCMA   **ASSIGNEE**
[Find in EDA] [Clear ACO]   *Clear* & Find in EDA   **OR**

You may select a new PCO and/or select the PCO for CDR assignment.
*Issue DoDAAC: [FA4407] ⊙ Assign to PCO   **Assign to PCO**
*PCO: [AF Base Primary Base1]
[Find in EDA] [Clear PCO]   *Clear* & Find in EDA

*Pay DoDAAC: SP0400   **Payment**

Days aged clock continues   ***Find Participant in EDA...***

Capability to Find a User

Reassign

Find a User by...
- C/S/A   *and/or*
- Name *(Last and/or First)*
Full or Partial entry

Click **"List Users"**

Allows all or partial entry – "Wildcard" capa

PCO DoDAAC pre-populated from previous screen

Result set
of EDA users
matching criteria

Selec t User

Identifies Office Leads – *Primary or Alternate*

General Reassign Business Rules...

Reassign Business Rules

CDR Reassign

- ❖ *Assignee* (ACO or PCO) & *Initiator* can REASSIGN

- ❖ *Assignee* can RETURN…comment required

- ❖ Find *Assignee* to include search capability into the current C/S/A structure and also indicates Primary and Alternate capacity within Office. Interim solution to find appropriate PCO Offices.

- ❖ Carbon Copy ACO when PCO is assigned a CDR

- ❖ Reassign a RESOLVED CDR to a <u>new</u> person requires Approval by *Reviewing Official*

- ❖ ACOs and PCOs may reassign the CDR to an individual user within their Office. Requires no approval. *(Delegation)*

- ❖ Activity is captured in audit trai

Assignment Notification...

Assign

49

Assigned CDR Control #G409:FA4407000...

...sent to the Assignee

This message was system generated. Please DO NOT REPLY to this email.

Base User Base 1,

Contract Deficiency Report #G409:FA44070001 has been assigned to you for resolution. If you don't take action on this CDR within 3 days (by 11/16/2006) as described below, then the next reminder will escalate to your activity leads. You may view and take action on this CDR within EDA by clicking the links below:

Username/Password access: https://ushrsebs004.vahrn.us.eds.com:643/pls/user/cdr.display?p...
Certificate/CAC access: http://ushrsebs002.vahrn.us.eds.com:1443/pls/cert/cdr.display?pControl=G409

Once in EDA you may:
    * Accept the CDR to indicate you are working to resolve it
    * Reassign it to the appropriate ACO or PCO (or responsible Contract Specialist if applicable)
    * Return it to the initiator indicating it was assigned to the wrong person
    * or Resolve the CDR.

For ASSISTANCE regarding this CDR, please contact DFAS User Clerk, the initiator of the CDR at
mailto:carol.flaherty@eds.com.

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.vahrn.us.eds.com:643/users_guide/documents/cdr/cdr001_Index.html

For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or DSN 388-7095, or by e-mail at cscassig@csd.disa.mil (Subject: EDA Assistance).

Informational & What happens...

Direct Links to CDR

Next Actions - Accept, Reassign, Return or Resolve

Identifies INITIATOR & email address
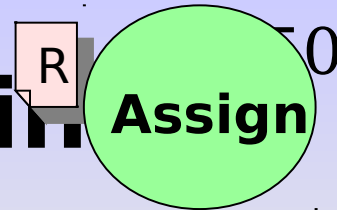
EDA User Guide CDR Process

EDA Help Desk Contact information

If ASSIGNED to PCO, ACO is cc'd.

Assignment Reminder...

First Assignment Remin... 50

Reminder <x> Assigned CDR Control #G65672:FA44070001

From: CDR Administrator
Sent: Fri 3/5/2004 12:44 PM
To: *<Assignee>*
Cc: *<Primary Lead>*, *<Secondary Lead>*, *<Initiat...*
Subject: Reminder **1** - Assig...   FA860704D
Importance: High

<Assignee>,

This is a reminder that Contract Deficiency Report # 65672: FA860704D has been assigned to you for resolution and has been waiting for action by you for three days. You must take action on this CDR within seven days (by **MM/...** ...be notified.

You may view and resolve this CDR within EDA by clicking on one of the links below:
Username/Password access: https://eda2.ogden.disa.mil/pls/user/cdr.display_cdr?control=65672
Certificate/CAC access: https://eda2.ogden.disa.mil/pls/cert/cdr.display_cdr?control=65672
Once in EDA you may
        - accept the CDR to indicate you are working to resolve it
        - reassign it to the appropriate ACO or PCO (or responsible Co...
        - return it to the initiator indicating it was assigned to the wrong person
        - or resolve the CDR.

For ASSISTANCE regarding this CDR, please contact Carol Brown at carol.flaherty@someaddress.com.

Please refer to the EDA Users guide for guidance on the CDR process. https:EDAUsersgu...

For ... Help Desk at: (866)618-5988, (801)605-7095 or DSN: 388-70... (E...

...sent to the Assignee & cc's LEADS Based on C/S/A structure

Increments Count

Indicates date of escalation

Direct Links to CDR

Next Actions - Accept, Reassign, Return or Resolve

Identifies INITIATOR & email addres...

EDA User Guide CDR Process

First Assignment Reminder: '3' Days

Subsequent Assignment Reminder

Subsequent Reminder

R

Assign

Reminder <x> Assigned CDR Control #G409:FA44070001

...sent to the Assignee, Leads & Manager

From: CDR Administrator
Sent: Fri 3/5/2004 12:44 PM
To: <Assignee>
Cc: <Primary Lead>, <Secondary Lead>, <Activity Manager>
Subject: Reminder <x> ... 72: GS35F0108J-HE125404F2024-P00003
Importance: High

<Assignee>,

This is a reminder that Contract Deficiency Report # 65672: GS35F0108J-HE125404F2024-P00003 has been assigned to you for resolution and has been waiting for action... ... on this CDR within seven ... reminder will be sent.

You may view and resolve this CDR within EDA by clicking on one of the links below:
Username/Password access: https://eda2.ogden.disa.mil/pls/user/cdr.display_cdr?control=65672
Certificate/CAC access: https://eda2.ogden.disa.mil/pls/cert/cdr.display_cdr?control=65672
Once in EDA you may
- accept the CDR to indicate you are working to resolve it
- reassign it to the appropriate ACO or PCO (or responsible Con...
- return it to the initiator indicating it was assigned to the wrong person
- or resolve the CDR.

For ASSISTANCE regarding this CDR, please contact Carol Brown... carol.flaherty@someaddress.com.

Please refer to the EDA Users guide for guidance on the CDR process. https:EDAUsersguide

...lp Desk at: (866)6... ...EDA Assistance).

Cc's Leads & MANAGER
Based on C/S/A structure

Increments Count

Indicates elapsed duration

Indicates date of escalation

Direct Links to CDR

Next Actions - Accept, Reassign, Return or Resolve

Identifies INITIATOR & email address

EDA User Guide
CDR Process

Subsequent Assignment Reminder:
Every '7' Days

Let's ACCEPT the CDR...
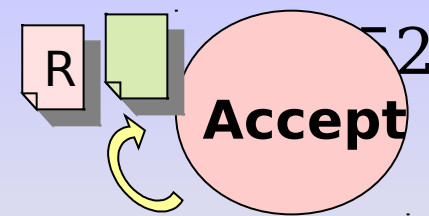
R **Accept**

Department of Defense
Electronic Document Access
Next Generation

Accept Contract Deficiency Report

ExecMike Flaherty - Today is Mar 29, 2006
EDA User's Guide

Document Selection > Contract Deficiency Reports Search > Query > Results > Accept CDR

Cancel   Confirm Acceptance...
To accept responsibility for the resolution of this CDR you may enter a comment and Confirm Acceptance...

Comment

Click **"Confirm Acceptance..."**

Enter a comment

*Required Fields
Status: ASSIGNED
Approval Date: 29-MAR-06
Next Action By: ExecMike Flaherty

Days Aged: 0
Last Update: 29-MAR-06
Updated By: POCBOreo Flaherty

Status

*Contract No: CJF0001000101
Delivery Order/TO:
ACO Mod:

PCO Mod:

Co

*Admin DoDAAC: FA4407
*ACO: ExecMike Flaherty

Ass

*Issue DoDAAC: FA4407
*PCO: No PCO Listed

*Pay DoDAAC: SP0400

Pay
Off

CAGE Code: 12345
D-U-N-S number:
No Contractor Listed

Contractor

Control Number: G672
Initiator: AdminCarol Flaherty

Contract
Deficiency

*Reviewing Official: POCBOreo Flaherty
*Deficiencies:

Description
AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE
AAA1, Cannot input modification without a hard copy of the contract. Modification dated (05/05/2006), has been received in our office. However, due to non-receipt of the hard copy of the contract the modification rejects as unmatched. Request that the hard copy of the contract be forwarded with a copy of this CDR to DFAS-CO-().
AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE
AAA2, Missing pages. Page(s) (Appendix 4), of subject contract/modification is/are missing. Please forward copies with a copy of this CDR to DFAS-CO-().

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil
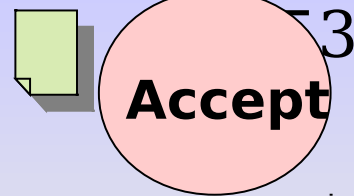
Upon Acceptance, the **Assignee** is responsible for resolving the stated defic

Days aged clock is started

Acceptance Notification...

Accept

Accept CDR Control #G472:FA44070001

...sent to the Initiator

This message was system generated. Please DO NOT REPLY to this email.

DFAS User Clerk,

Base User Base 1 has ... Identifies responsible individual 01 and is working to resolve it.
You may monitor the status of this CDR by querying it within EDA using one of the links below:

Username/Password access: https://ushrsebs004.vahrn.us.eds.com:643/pls/user/cdr.display?pControl=G409
Certificate/CAC access: http://ushrsebs002.vahrn.us.eds.com:1443/pls/cert/cdr.display?pControl=G409

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.vahrn.us.eds.com:643/users guide/documents/cdr/cdr001 Index.html

For all other inquiries, please contact the EDA H... at: 1-866-618-5988, 801-...
388-7095, or by e-mail at cscassig@csd.disa.mil ... Assistance).

Direct links to CDR
Requiring Action

User Guide Link

Deficiency is "worked" by Assignee.

Resolution in Progress

Quick look at History...

Accept Reminder
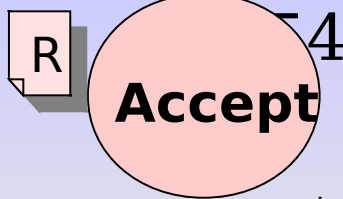
Accept Reminder <x> CDR Control #G435 4-123

This message was system generated. Please DO NOT REPLY to this email.

<Assignee>,

This is a reminder that Contract Deficiency Report #G435:4-123 has been accepted by you and has been waiting for action by you for 15 days. If you do not take action on this CDR within 5 days (by 12/02/2006) as described below, then another reminder will be sent. You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access: https://ushrsebs004.vahrn.us.eds.com:643/pls/user/cdr.display?pControl=G435
Certificate/CAC access: http://ushrsebs002.vahrn.us.eds.com:1443/pls/cert/cdr.display?pControl=G435

Once in EDA you may:
    * Resolve the CDR to indicate that you have reached a resolution.
    * Reassign it to the appropriate ACO or PCO (or responsible Contract S

...rding this CDR, please contact Army Armyinit, the initiator of the CDR at
...here.com

...DA User's Guide for guidance on the CDR process.
...vahrn.us.eds.com:643/users_guide/documents/cdr/cdr001_Index.html

For all other inquiries, please contact the EDA Help Desk at 66-618-5988, 801-605-7095 or DSN: 388-7095, or by e-mail at cscassig@csd.disa.mil (Subject ... ce).

...sent to the Assignee & Backups

Direct links to CDR
Requiring Action

Valid
Next Actions
Reassign or Resolve
Resolve w/comment

User Guide Link

Accept Reminder: Every '15' Days

Quick look at History...

View

Department of Defense Electronic Document Access Next Generation — Contract Deficiency Reports History

ExecMike Flaherty - Today is Mar 29, 2006
EDA User's Guide

Document Selection > CDR Search > Query > Query Results > Contract Deficiency Reports History

Contract Number	DO/TO	ACO Mod	PCO Mod	Control Number	History		Initiation Date	Approval Date	Next Action By	ACO	PCO	Initiator
CJF0001000101				G672	H		20060329	20060329	Flaherty, ExecMike	Flaherty, ExecMike		Flaherty, AdminCarol

Status Change

Cancel | Refresh

Date/Time	Actioned by	Event	Comments
29-MAR-2006, 07:16:35	Flaherty, ExecMike	ACCEPTED (User for Next Action: ExecMike Flaherty)	*I will repost the missing pages*
29-MAR-2006, 07:11:46	Flaherty, POCBOreo	ASSIGNED (User for Next Action: ExecMike Flaherty)	*Valid CDR. Please supply missing documents*
29-MAR-2006, 07:06:01	Flaherty, AdminCarol	INITIATED (User for Next Action:	

Cancel | Refresh

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, or send email to: cscassig@ogden.disa.mil

Responsible for **Next Action**

Captured information:
Date/Time
Actioned by
Event
Comments

EDA updates the CDR, captures Comments, and continues Wor

Once Accepted

Accept CDR

Accept

Accept

Assignee 'works'/processes deficiency.

Assignee can...
Provide fix for deficiency
  ❖ Comment
REASSIGN
  ❖ To individual inside or outside domain
    ❖ Offers reassignment/delegation in office
RESOLVE *(Resolve and provide Comment)*

EDA updates CDR
    captures Comments
    continues Workflow/Audit
    reminds *Assignee* and *Backups* (as necessary)

Options

Accepted CDR

Accept

Department of Defense
Electronic Document Access
Next Generation

View Contract Deficiency Report

AF Base Primary Base1 (not!) - Today is Nov 28, 2006
EDA User's Guide

Document Selection > Contract Deficiency Reports Search > Query > Query R...

Return to Query Results | Reassign... | Resolve...

Click **"Reassign..."** or **"Resolve..."**

*Required Fields
Status: ACCEPTED
Approval Date: 20-NOV-06
Next Action By: AF Base Primary Base1

Days Aged: 7
Last Update: 28-N...
Updated By: AF ...

An ***Assignee*** may...
- *Reassign (delegate)* **or**
- *Resolve (Resolve with comment)*

*Contract No: CJF1010101
Delivery Order/TO:
ACO Mod:

PCO Mod:

*Admin DoDAAC: SP0400
*ACO: No ACO Listed

*Issue DoDAAC: FA4407
*PCO: AF Base Primary Base1

*Pay DoDAAC: SP0400

Payment Office

CAGE Code:
D-U-N-S number:
No Contractor Listed

Contractor

Control Number: G437
Initiator: Carol Flaherty

Contract Deficiency

*Reviewing Official: CarolRevOff Flaherty
*Deficiencies:

Description
$$$$$$$, INVOICE(S) IN HOUSE EXPEDITE - REQUIRED TO AVOID POTENTIAL INTEREST PAYMENT
$$$$$$$, Our records indicate an invoice has been received against this contract. Payment cannot be made until the issue cited in this CDR is corrected.
... CONTRACT & SUPPORTING DOCUMENTS ARE LATE
...thout a hard copy of the contract. Modification dated (), has been received in our office. However, due ...e contract the modification rejects as unmatched. Request that the hard copy of the contract be ...o DFAS-CO-().
...G DOCUMENTS ARE LATE
...of subject contract/modification is/are missing. Please forward copies with a copy of this CDR to

No Modifications
may occur on the
CDR.

Return to Query Results | Reassign... | Resolve... | Add Comment... | View

If you need assistance with EDA, contact your EDA POC or the EDA Help Desk.

REASSIGN Option...

Reassign CDR

Reassign

Department of Defense
Electronic Document Access
Next Generation

Reassign Contract Deficiency R...

Document Selection > Contract Deficiency Reports Search > Query > Query Results > Reas...

CDR Reassignment...

Cancel | Confirm Reassignment... — Click **"Confirm Reassignment..."**

To reassign this CDR please enter a comment, select a new assignee in the ACO and PCO sections, and Confirm Reassignment...

*Comment [   ] — Enter a comment

*Required Fields
Status: ASSIGNED
Approval Date: 20-NOV-06
Next Action By: AF Base Primary Base1

Days Aged: 7
Last Update: 20-NOV-06
Updated By: Carol Flaherty

Status

*Contract No: CJF1010101
Delivery Order/TO:
ACO Mod:

PCO Mod:

Contract

You may select a new ACO and/or select the ACO for CDR assignment.

Assignee

*Admin DoDAAC: [SP0400] ○ Assign to ACO — **Assign to ACO**
*ACO: [   ] Find in DCMA
Find in EDA | Clear ACO — *Clear* & Find in EDA

Find New **ASSIGNEE**

OR

You may select a new PCO and/or select the PCO for CDR assignment.

*Issue DoDAAC: [FA4407] ⦿ Assign to PCO — **Assign to PCO**
*PCO: [AF Base Primary Base1]
Find in EDA | Clear PCO — *Clear* & Find in EDA

Same process described earlier... Find participant in EDA

*Pay DoDAAC: SP0400

Payment

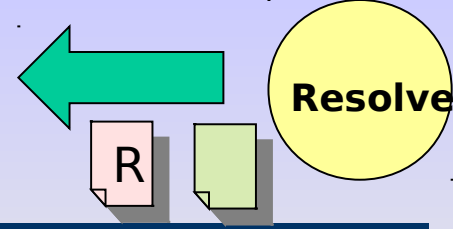**Days aged clock continues**

Resolve CDR...

Resolve CDR

Resolve

Deficiency is Resolved by ***Assignee***.

Assignee <u>indicates</u> CDR resolved in EDA.
NOTE: Don't mark resolved until reposted to EDA.

EDA notifies the *Initiator* of resolution.

Assignee can…
RESOLVE

−−−
EDA updates CDR
    captures Comments
    continues Workflow/Audit
    reminds *Initiator* & *Backups* (as necessary)

To Resolve…

Click **"Resolve…"**

An Assignee May...
- *Resolve and provide comment*

No Modifications may occur on the CDR

Department of Defense Electronic Document Access Next Generation

View CDR

ExecMike Flaherty - Today is Mar 29, 20
EDA User's Gui

Document Selection > Contract Deficiency Reports Search > Query > Results > View CDR

Return to Query Results   Resolve...   ew History

*Required Fields

Status: ACCEPTED
Approval Date: 29-MAR-06
Next Action By: ExecMike Flaherty

Days Aged: 0
Last Update: 29-MAR-06
Updated By: ExecMike Flaherty

Status

*Contract No: CJF0001000101
Delivery Order/TO:
ACO Mod: PCO Mod:

Contract

*Admin DoDAAC: FA4407
*ACO: ExecMike Flaherty

Assignee
ACO Assigned

*Issue DoDAAC: FA4407
*PCO: *No PCO Listed*

*Pay DoDAAC: SP0400

Payment Office

CAGE Code: 12345
D-U-N-S number:
No Contractor Listed

Contractor

Control Number: G672
Initiator: AdminCarol Flaherty

Contract Deficiency

*Reviewing Official: POCBOreo Flaherty
*Deficiencies:

Description
AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE
AAA1, Cannot input modification without a hard copy of the contract. Modification dated (05/05/2006), has been received in our office. However, due to non-receipt of the hard copy of the contract the modification rejects as unmatched. Request that the hard copy of the contract be forwarded with a copy of this CDR to DFAS-CO-().
AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE
AAA2, Missing pages. Page(s) (Appendix 4), of subject contract/modification is/are missing. Please forward copies with a copy of this CDR to DFAS-CO-().

Return to Query Results   Resolve...   View History

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

Click **"Confirm Resolution..."**

Enter a comment

Upon Resolution, the **Assignee** has completed the deficiency action.

The **initiator** will review and *perhaps* recreate if not resolved satisfactorily.

Quick look at History...

History of CDR

View

Department of Defense
Electronic Document Access
Next Generation

Contract Deficiency Reports History

ExecMike Flaherty - Today is Mar 29, 2006
EDA User's Guide

Document Selection > CDR Search > Query > Query Results > Contract Deficiency Reports History

Contract Number	DO/TO	ACO Mod	PCO Mod	Control Number	History	Days	Initiation Date	Approval Date	Next Action By	ACO	PCO	Initiator
CJF0001000101				G672	H		20060329	20060329	Flaherty, AdminCarol	Flaherty, ExecMike		Flaherty, AdminCa

Status Change

Cancel   Refresh

Date/Time	Actioned by	Event	Comments
29-MAR-2006, 07:18:37	Flaherty, ExecMike	RESOLVED (User for Next Action: AdminCarol Flaherty)	*I have posted the missing files*
29-MAR-2006, 07:16:35	Flaherty, ExecMike	ACCEPTED (User for Next Action: ExecMike ...erty)	*I will repost the missing pages*
29-MAR-2006, 07:11:46	Flaherty, POCBOreo	ASSIGNED (User for Next Action: Exe...	*Valid CDR. Please supply missing documents*
29-MAR-2006, 07:06:01	Flaherty, AdminCarol	INITIATED (User for Next Acti...	

Responsible for
Next Action

Cancel   Refresh

Captured information:
Date/Time
Actioned by
Event
Comments

Resolve Notification
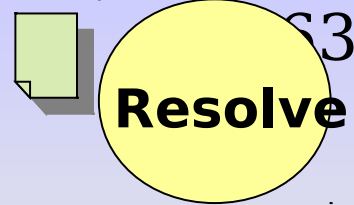
Resolve

Resolved CDR Control #G409:FA44070001

...sent to Initiator

This message was system generated. Please DO NOT REPLY to this email.

DFAS User Clerk,

Contract Deficiency Report #G409:FA44070001 has been resolved and is awaiting your review to be closed. A comment detailing the resolution is attached to the CDR. You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access: https://ushrsebs004.vahrn.us.eds.com:643/pls/user/cdr.display?pControl=G409
Certificate/CAC access: http://ushrsebs002.vahrn.us.eds.com:1443/pls/cert/cdr.display?p   ol=G409

Once in EDA you may:
    * Reassign the CDR for further resolution processing or
    * Close the CDR indicating it is complete.

Please r   to the EDA User's Guide for guidance on the CDR process.
https: bs004.vahrn.us.eds.com:643/users_guide/documents/cdr/cdr001_Index.html

For   quiries, please contact the EDA H   at: 1-866-618-5988, 801-605-7095 or DSN:
38   mail at cscassig@csd.disa.mi   Assistance).

Direct links to CDR
Requiring Action

Valid
Next Actions
Reassign
Close

User Guide Link

Close CDR...

Resolve Reminder

Resolve

R

Resolved Reminder <x> CDR Control #G65672 N6274298

From: CDR Administrator
Sent: Fri 3/5/2004 12:44 PM
To: *<Initiator>*
Cc: *<Assignee> <Primary Lead>, <Secondary Lead>*
Subject: Resolved CDR # 65672: N6274298

<Initiator>,
Contract Deficiency Report # 65672: N6274298 has been resolved and is ready to be closed.
A comment detailing the resolution is attached to the CDR.

You may view this CDR within EDA by clicking on one of the links below:
Username/Password access: https://eda2.ogden.disa.mil/pls/user/cdr.display_cdr?control=65672
Certificate/CAC access: https://eda2.ogden.disa.mil/pls/cert/cdr.display_cdr?control=65672

Once in EDA you may
-reassign the CDR for further resolution processing or
-close the CDR indicating it is complete.

...the EDA Users guide for guidance on the CDR process. https:EDAUsersguide

...iries, please contact the EDA Help Desk at: (866)618-5988 ...)605-7095 or DSN: 388-
...ail at: cscassig@csd.disa.mil (EDA Assistance).

...sent to Initiator

Direct links to CDR *Requiring Action*

Valid **Next Actions**
Reassign
Close

Resolve Reminder: Every '3' Days

User Guide Link

Close CDR...

Close CDR
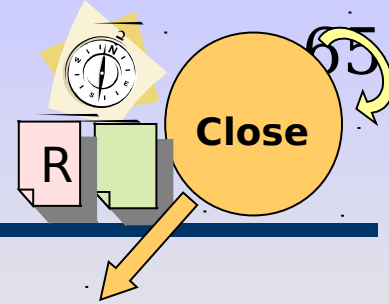
Close

Close

Initiator validates resolution/response.

Initiator can...
CLOSE
- ❖ ***Initiator*** closes CDR
- ❖ CDR life ends...no further action
- ❖ EDA **stops** Days Aged clock

REASSIGN
- ❖ To **different** person/organization
- ❖ <u>Requires</u> approval by Reviewing Official

RETURN
- ❖ To **same** person/organization
- ❖ <u>Does not</u> require additional approval

EDA updates CDR
    captures comments
    continues with workflow/audit,
    reminds *Initiator & Backups* (as necessary)

Let's look at the options...

Close CDR Options

Close

Department of Defense
Electronic Document Access
Next Generation

View Contract Deficienc
Report

Document Selection > Contract Deficiency Reports Search > Query > Query Results > View CDR

| Return to Query Results | Return... | Reassign... | Close... |

Click **"Close..." or "Return..." or "Reassign..."**

Initiator Reviews Resolution

*Required Fields
    Status: RESOLVED   Days Aged: 7
    Approval Date: 20-NOV-06   Last Update: 28-NOV-0
    Next Action By: Carol Flaherty   Updated By: AF Base

  *Contract No: CJF1010101
Delivery Order/TO:
    ACO Mod: PCO Mod:

*Admin DoDAAC: SP0400
    *ACO: *No ACO Listed*

*Issue DoDAAC: FA4407
    *PCO: AF Base Primary Base1

*Pay DoDAAC: SP0400

CAGE Code:
D-U-N-S number:
       No Contractor Listed

Control Number: G437

RETURN...
Return original CDR to the SAME *ASSIGNEE*.
No additional approval

REASSIGN...
Reassign original CDR to the a DIFFERENT *ASSIGNEE*.
Approval required

CLOSE...
CDR resolved. Indicate closures. The deficiency life ends.

RETURN...

Return

Department of Defense
Electronic Document Access
Next Generation

View Contract Deficiency Report

Carol Flaherty (not!) - Today is Nov 28, 2006
EDA User's Guide

Document Selection > Contract Deficiency Reports Search > Query > Query Results > View CDR

| Return to Query Results | Return... | Reassig... | | Add Comment... | View History |

Click **"Return..."**

Click **"Confirm Return..."**

| Cancel | Confirm Return... |

To return this CDR to the assignee please enter a comment and Confirm Return...

*Comment

Enter a comment

*Required F

Appro...
Next A

*Con
Delivery O
AC

*Admin D   *Required Fields

*ACO: *No ACO Listed*

*Issue DoDAAC: FA4407
*PCO: AF Base Primary Base1

*Pay DoDAAC: SP0400

CAGE Code:
D-U-N-S number:
No Contractor Listed

Control Number: G437

Payment Office

RETURN...
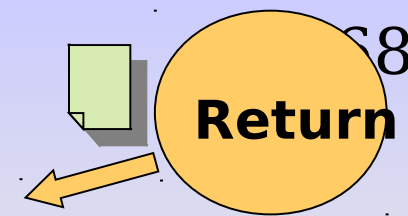Return original CDR to the SAME *ASSIGNEE*.
(No changes or new deficiencies can be added)

No Additional approval is required

Return Notification...

Return Notification

Return

Return CDR Control #G409:FA44070001

...sent to Assignee

From: CDR Administrator
Sent: Fri 3/5/2004 12:44 PM
To: *<Assignee>*
Cc: *<Initiator, Primary Lead/Secondary Lead, or Activity Manager>*
Subject: Returned CDR # 65672: W91YTV0

<Initiator>,

Contract Deficiency Report # 65672: W91YTV0 has been assigned to you for resolution. This CDR has been returned to you by *<Initiator>*. ~~Identifies who returned~~ for the return is attached to the CDR.

You may view this CDR within EDA by clicking on one of the links below:
Username/Password access: https://eda2.ogden.disa.mil/pls/user/cdr.display_cdr?control=65672
Certificate/CAC access: https://eda2.ogden.disa.mil/pls/cert/cdr.display_cdr?control=65672

Once in EDA you may
- reassign the CDR and resubmit it for approval or
- Resolve the CDR.

Please ref... ...s guide for guidance on the CDR process. https:EDAUsersguide

For all ... ...ontact the EDA Help Desk a... ...6)618-5988, (801)605-7095 or DSN: 388-7095, ...g@csd.disa.mil (EDA Assi...

Identifies who returned

Direct links to CDR *Requiring Action*

Valid Next Actions *Reassign or Resolve*

User Guide Link

REASSIGN CDR...

Reassign CDR

Department of Defense
Electronic Document Access
Next Generation

View Contract Deficiency Report

Carol Flaherty (not!) - Today is Nov 28, 2006
EDA User's Guide

Document Selection > Contract Deficiency Reports Search > Query > Query Results > View CDR

| Return to Query Results | Return... | Reassign... | | Add Comment... | View History |

Click **"Reassign..."**

*Required Fields
Status: RESOLVED
Approval Date: 20-NOV-06
Next Action By: Carol Flaherty

Days
Last
Upda

REASSIGN...
Reassign original CDR to the a
DIFFERENT *ASSIGNEE*.
(No changes or new deficiencies can be added)

*Contract No: CJF1010101
Delivery Order/TO:
ACO Mod:

PC

*Admin DoDAAC: SP0400
*ACO: *No ACO Listed*

Additional approval is required.

*Issue DoDAAC: FA4407
*PCO: AF Base Primary Base1

CDR is sent to Reviewing Official
for approval of new
assignment.

*Pay DoDAAC: SP0400

CAGE Code:
D-U-N-S number:
No Contractor Listed

Contractor

Control Number: G437

REASSIGN CDR...

Reassign CDR

Reassign

Department of Defense
Electronic Document Access
Next Generation

Reassign Contract Deficiency Report

Document Selection > Contract Deficiency Reports Search > Query > Query Results > Reassign CDR

Cancel | Confirm Reassignment...

Click **"Confirm Reassignment..."**

To reassign this CDR please enter a comment, select a new ~~...~~ ent...

*Comment

Enter a comment

*Required Fields
Status: ASSIGNED
Approval Date: 20-NOV-06
Next Action By: AF Base Primary Base1

Days Aged: 7   Status

*Contract No: CJF1010101
Delivery Order/TO:
ACO Mod: PCO Mod:

You may select a new ACO and/or select the ACO for CDR assig~~...~~
*Admin DoDAAC: SP0400 ○ Assign to ACO
*ACO: [   ]   Find in DCMA
Find in EDA | Clear ACO

You may select a new PCO and/or select the PCO for CDR assignment.
*Issue DoDAAC: FA4407 ⊙ Assign to PCO
*PCO: AF Base Primary Base1
Find in EDA | Clear PCO

*Pay DoDAAC: SP0400   Payment

Initiator reassigns

Same process as described earlier...
Find participant in EDA

Clear, Assign, & Find ASSIGNEE in EDA

Notifications are sent,
if non-responsive, Reminders will follow.

CLOSE CDR...

Close CDR

Close

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View Contract Deficiency Report

Carol

Initiator reviews and closes CDR

Document Selection > Query > Query Results > View CDR

Click **"Close..."**

| Return to Query Results | Return... | Reassign... | Close... | | Add Comment... | View History |

*Requ...

Cancel   Confirm Closure...

Click **"Confirm Closure..."**

To close this CDR you may enter a comment and Confirm Closure...

Ap...
Ne...

Comment

Enter a comment

Delive...

*Admin DoDAAC: SP0400
  *ACO: *No ACO Listed*

Assignee
PCO Assigned

*Issue DoDAAC: FA4407
  *PCO: AF Base Primary Base1

Days aged clock is stopped

*Pay DoDAAC: SP0400

Closed CDRs continue to be viewable

CAGE Code:

At this point, the deficiency life ends.

Close Notification...

Close Notification

Close

Close CDR Control #G65672 FA448605P0114

Sent: Fri 3/5/2004 12:44 PM
To: *<Assignee>*
Cc: *<Primary Lead>*, *<Secondary Lead>*, *<Activity*
                              Manager>,*<Initiator>*,*<Closing User*
Subject: Closed CDR # 65672: FA448605P0114—

<Assignee>,

Contract Deficiency Report # 65672: FA448605P0114 — has been closed by
<Closing User> indicating all deficiencies have been corrected.

You may view this CDR by querying it within EDA using the
Username/Password access: https://eda2.ogden.disa.mil/pls/user/cdr.display_cdr?
control=65672
Certificate/CAC access: https://eda2.ogden.disa.mil/pls/cert/cdr.display_cdr?
control=65672

For further inquiries, please contact the EDA Help Desk at: (866)618-5988,
(801)605-7095 or DSN: 388-7095, or with e-mail at: cscassig@csd.disa.mil.

...sent to ALL interested parties

All interested parties

Action by

Direct links to CDR

At this point, the deficiency life ends.

Quick look at History...

History of CDR

View

At this point, the deficiency life ends.

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Contract Deficiency Reports History

Document Selection > Query Results > Contract Deficiency Reports History

Status Change

Contract Number	DO/TO	ACO Mod	PCO Mod	Control Number	Histo	Initiation Date	Approval Date	Next Action By	ACO	PCO	Initiator	Reviewing
CJF0001000101				G672	H	20060329	20060329		Flaherty, ExecMike		Flaherty, AdminCarol	Flaherty, PO

Cancel   Refresh

Date/Time	Actioned by	Event	Comments
31-MAR-2006, 06:41:22	Flaherty, AdminCarol	CLOSED	closing...deficiency fixed
29-MAR-2006, 07:18:37	Flaherty, ExecMike	RESOLVED (User for Next Action: Carol Flaherty)	I have posted the missing files
29-MAR-2006, 07:16:35	Flaherty, ExecMike	ACCEPTED (User for Next A... Flaherty)	I will repost the missing pages
29-MAR-2006, 07:11:46	Flaherty, POCBOreo	ASSIGNED (User for Next...)	Valid CDR. Please supply missing documents
29-MAR-2006, 07:06:01	Flaherty, AdminCarol	INITIATED (User for Ne...	

NO **Next Action**

Cancel   Refresh

e, call the help desk at (866)618-598

Captured information:
Date/Time
Actioned by
Event
Comments

Closed CDRs continue to be viewable.
Closed CDRs are not deleted.
(You may wish to use Advanced Search to exclude close CDR)

Let's look at CDR Query...

CDR Query – Search Option

Query

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Contract Deficiency Reports
Search Options

AdminCarol Flaherty - Today is Apr 03, 2006
EDA User's Guide
My Settings

Document Selection > Contract Deficiency Reports Search

Click **"Document"** for quick view of CDR
Displays a list of your most recently viewed CDRs

Recent CDR Document ▾ | Document

Specific CDR
Contract
    and Delivery Order/Task Order
    and Mod
Control Number

User
Initiator
Reviewing Official
Next Action By

Date Range
Initiation Date
    by Issue DoDAAC
    by Admin DoDAAC
    by Pay DoDAAC
Approval Date
    by Issue DoDAAC
    by Admin DoDAAC
    by Pay DoDAAC

Custom
Advanced Search

CDR Search Options
Use any CDR query option to
 locate desired CDR
Supply *criteria* for option selected
Click **"View"** for results of query

Search Options are
 categorized by
Specific CDR
User
Date Ranges &
Custom – Advanced Search

CDR Advanced Search

Query

Very powerful query tool

<u>Totally User defined...</u>
 Flexible result display
- Flexible operational
 criteria
- Definable sort order
- Partial or full entry
- Any field combinations

Options to View/Query a CDR

Query

Contracts Query Results

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My Settings

Document Selection > Contracts Search > Query

Displaying Page 1 of 1 @ 100 Records per page.
11 records returned (1 to 11 shown) [Download]

Advanced Search Refine Search

Contract Number	History	DO/TO	ACO Mod	PCO Mod	Issue Date	Issue DoDAAC	Admin DoDAAC	Pay DoDAAC	Obligated Amount		CDR Data
FA4407110001 (3K)	H				20060313	FA4407	FA4407	SP0400		Add	Add
FA4407120001 (3K)	H				20060313	FA4407	FA4407	SP0400		Add	Add
FA4407120001 (3K)	H		A00001		20060313	FA4407	FA4407	SP0400		Add	Add
FA4407120001 (3K)	H	0003			20060313	FA4407	FA4407	SP0400		Add	Add
FA4407120001 (3K)	H 🗙	0002			20060313	FA4407	FA4407	SP0400		Add	Add
FA4407120001 (3K)	H	0001			20060313	FA4407	FA4407	SP0400		Add	Add
FA44071210001 (3K)	H				20060313	FA4407	FA4407	SP0400		Add	View(1)
FA44071210001 (3K)	H	0001			20060313	FA4407	FA4407	SP0400		Add	Add
FA4407121001 (No Base)											
FA4407											
FA4407											
FA4407122											
FA4407											

Contract Deficiency Reports Query Results

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My Setti

Document Se... ...ciency Reports Search > Query

Displaying Page 1 of 1 @ 1...
1 records returned (1 to 1 sho...

Add New CDR Advanced Search Refine Search

	Contract Number	DO/TO	ACO Mod	PCO Mod	Control Number	History	Status	Days Aged	Initiation Date	Approval Date	Next Action By	ACO	PCO	Initia
+	FA44071210001				G515	H	INITIATED		20060314		Poulson, Claire M	Flaherty, Carol J	Flaherty, Bo	Flaherty, A...

Add New CDR Advanced Search Refine Sear...

For more information about the DOD EDA Web Page, call the help desk at (866)618-5988, (801)605-7095 or DSN 388-7095, or send email to: cscassig@ogden.disa.mil

A few options…
- Contract Query
- CDR Query

"Show" CDR Data column in "My Setting"

Click **"View (#)"**

Click **Control Number**

View

Click **"Add Comment..."**
or
"View History"

No Modifications may occur on the CDR

CDR Query Result Set...

CDR Query Result

View

CDR Query Result Page...*Sample shown*
Displays available CDR information

Download Result Set

Add a specific CDR

AdminCarol Flaherty - Today is Apr 03, 2006

Department of
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Contract Deficiency Reports
Query Results

EDA User's Guide
My Settings

Document Selection > Contract Deficiency Reports Search > Query > Query Results

Page 1 of 1 @ 100 Records per page.
...s returned (1 to 4 shown) [Download]

Information on size of query and Page

Sort on Column

Contract Number	DO/TO	ACO Mod	PCO Mod	Control Number	History	Status	Days Aged	Initiation Date	Approval Date	Next Action By	ACO	PCO	Initiator	Reviewing ...			
✚ CJF0001000101				G672	H	CLOSED	1	20060329	20060329		Flaherty, ExecMike		Flaherty, AdminCarol	Flaherty, POCBOreo	FA4407	FA4407	SP0400
✚ CJFO000101				G668	H	INITIATED		20060328		Smith, Admiral	Flaherty, Carol J	Poulson, Mary	Flaherty, AdminCarol	Smith, Admiral	SP0400	FA4407	SP0400
✚ DAAE0797DM010	2782			G574	H	ASSIGNED	4	20060323	20060330	Test, Duplicate	Test, Duplicate		Flaherty, AdminCarol	Broderick, Terry A Esq.	W56HZV	S3603A	SC1018
✚ FA44071210001				G515	H	INITIATED		20060314		Poulson, Claire M	Flaherty, Carol J	Flaherty, Bo	Flaherty, AdminCarol	Poulson, Claire M	FA4407	FA4407	SP0400

General Capabilities Add New CDR   Advanced Search   Refine Search

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View

79

CDR Query Result Page...*Sample shown*
Displays available CDR information

Link to the Contract

CDR History

CDR - *Unique Control Number*

What's coming next for CDR...

Workflow Steps & Implementation Phase

CDR Workflow

Create
    Notification
Approve
    Reject
    Notification
    Edit/Update
    Remind
Assign
    Notification
    Reassign
    Return
    Remind
    Backup
Accept
    Notification
    Remind
Resolve
    Notification
    Remind
Close
    Notification
    Return
Worklist & Ad Hoc Reporting
CDR Query
View CDR

Workflow Follow-on Functions

Create
    Notification
Approve
    Reject
    Notification
    Edit/Update
    Remind
Assign
    Notification
    Reassign
    Return
    Remind
    Backup
Accept
    Notification
    Remind
Resolve
    Notification
    Remind
Close
    Notification
    Return
Worklist & Ad Hoc Reporting
CDR Query
View CDR

EDA User's Guide

Refer to the EDA Users Guide

➢ STEP-by-STEP instructions (for all Capabilities)

➢ Training Modules

➢ Entire section dedicated to the EDA Executive and the EDA POC and their tasks/activities